

Partners in Equality (PIE) Achievement Awards

Guidelines and Criteria

JUSTIFICATION FOR AWARD:

- See criteria for each category.
 - List achievements and impact based on some or all factors under criteria.
 - Make a brief narrative (not to exceed 150 words) why the nominee deserves the award. List of achievements and contributions may not exceed one page; this is separate from the 150 word narrative.
 - Please use 12 point Courier or Times New Roman font.
-

I. ADELE MAYO EEO/DIVERSITY PROGRAM LEADERSHIP AWARD - An award to PIE members for their leadership in promoting EEO/Diversity Program(s). PIE members are individuals who have primary responsibility for some or all aspects of EEO, Affirmative Employment and/or Diversity Programs. The primary responsibility can be carried out on either a part time or full time basis or collateral duty. Nominees need not be PIE Steering Committee members.

Criteria:

- a. Nominees are employees with full-time, part-time or collateral duty assignments in Equal Employment Opportunity, Affirmative Employment and Diversity Programs.
- b. An individual who clearly demonstrates outstanding dedication and leadership leading to the improvement of the agency's Equal Employment Opportunity/Diversity Program(s).
- c. Assists in furthering the agency's goal of a fully integrated workforce through effective actions and communications with employees and management.

II. AGENCY AWARD - An award to an agency official who has helped the agency achieve progress in EEO/Diversity Programs. This is based on accomplishment in recruitment, hiring, promotions, awards and/or career development opportunities.

Criteria:

- a. Key executives with ownership at all levels of management and supervision.
- b. Has created and sustained a clear and visible EEO/Diversity program(s) along with a supporting management system to guide all activities of the organization.
- c. Organizational EEO/Diversity Program policies are integrated in overall program planning including plans for future allocations.
- d. Demonstrates action and plans for removing EEO/Diversity barriers in all series, grade levels and occupations.
- e. Demonstrates organization's effort to develop the full potential of the workforce as well as its efforts to use rewards and incentives to recognize individuals especially minorities and women.
- f. Demonstrates organizational strategies for involving and empowering the workforce to achieve EEO/Diversity goals, EEO program empowerment and teamwork.
- g. Measurable results of the EEO/Diversity program improvement efforts are shown by listing 3-5 significant indicators of the organization's mission performance and trend data of EEO/Diversity employment/program(s) for the past 3-5 years.

Partners in Equality (PIE) Achievement Awards

Guidelines and Criteria

III. INDIVIDUAL AWARDS - An award to an individual for outstanding achievements for his/her contributions to the effectiveness of EEO/Diversity program(s).

1. Supervisory/Managers - An award to an individual for outstanding achievements for his/her contribution to the effectiveness of EEO/Diversity program(s).

Criteria:

- a. Demonstrates superior accomplishments in fostering equal opportunity/diversity based on objective evidence which indicates that the supervisor or manager has excelled in furthering the agency's goal of a fully integrated workforce in all series, grades levels and occupations.
- b. Motivates employees through direct encouragement and assistance to develop their full potential and utilize their skills to the maximum extent and provide them with tools that will enhance their upward mobility. Such tools are training courses, formal recognitions, promotions, special assignments, etc.
- c. Originates positive initiative which have resulted in promoting a fully integrated and productive workforce such as a redesigning jobs, thereby providing increased employment opportunities. Positive results are indicated by diversity of employees at all levels.
- d. Values and appreciates employees. Takes action which demonstrates sensitivity to the needs of people. Positive results might be shown by the individual nominee's concern for providing equal opportunities to minorities, persons with disabilities, and women. The morale of the organization will provide indication of this sensitivity. All personnel decisions are made in an equitable manner considering organizational requirements and employees' skills, needs, abilities.

2. Non-Supervisory – An award to an individual for his/her assistance in EEO/Diversity activities and/or community services.

Criteria:

- a. Non-supervisory employees at every level are eligible for this award.
- b. Employees who are not assigned to EEO/Diversity special emphasis program or EEO/Diversity collateral duties of any sort, but who demonstrate excellence and leadership in EEO/Diversity matters.
- c. Employees' assistance in achieving their Agency's EEO/Diversity goals through non-EEO committees and their assistance with EEO/Diversity Officials in achieving an integrated working environment.
- d. Employees who participate in outreach and community affairs by volunteering their time and services for the benefits of social and economic programs.

Partners in Equality (PIE) Achievement Awards Guidelines and Criteria

IV. GROUP AWARD - An award to an EEO/Diversity Committee or employee organization for outstanding achievements for their contributions to the effectiveness of EEO/Diversity program(s).

Criteria:

- a. Provides assistance to employees in achieving their agency's EEO/Diversity goals through EEO/Diversity, non-EEO committees or employee organizations.
- b. Provides assistance to EEO/Diversity Officials in achieving an integrated working environment.
- c. Originates positive initiatives which promote an integrated and productive workforce such as improvement of communications among employees, and between employees and management.
- d. Activities foster cultural sensitivity, promote harmony in the work place, and an understanding of EEO/Diversity policies and regulations

**Partners in Equality (PIE) Achievement Awards
Nomination Form**

Award Category:

Name of Nominee:

Position and Title:

Series and Grade:

Duties:

Agency:

Address:

Telephone:

Fax:

Nominated by:

Name:

Agency:

Position and Title:

Series and Grade:

E-mail address:

Telephone:

Fax: